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OBJECTIVE

To explore new prospects of Organizational Management through developing Leadership & Organizational Skills in a progressive system under proven expertise with self-managed teams.

EDUCATION

Degree	Institute	Passing Year	Result
Specialization in Finance	Virtual University	2016	CGPA 3.54
MBA	PAF-K.I.E.T	2008	CGPA 3.67
B.COM	University of Karachi	2005	2nd Division
H.S.C	Karachi Board	2002	C Grade
S.S.C	Karachi Board	2000	A Grade

EXPERIENCE

1. Currently working as Financial Analyst-Tax Management at Tax Reforms Unit, Finance Department, Government of Sindh, Pakistan since January 01, 2019; Job Description is given below:

JOB DESCRIPTION

- Monitor revenue collection of tax collecting agencies and report the collection trend with analytical feedback to the tax entities through Finance Department, on a weekly basis;
- Liaise between provincial tax collecting agencies and the individual researchers and research institutions as and when required;
- Provide comprehensive statistical support to facilitate research by the Tax Reform Unit and research institution(s) hired for the purpose ;
- Keep updated on international best practice methodology for tax-related research;
- Assist Tax Management Specialist to review final research reports submitted by research institutions for ensuring quality control of the research;
- Set up briefing sessions and presentations/workshops on each tax study performed on a rotating basis;

- Participate in briefing sessions and presentations /workshop , as required by the Finance Department and record minutes;
- Draft 'Terms of References' for all core related research (revenue forecasting, tax expenditure analysis, compliance costs, etc.) based on technical proposals developed by the Tax Management Specialist and research institution(s);
- Review all tax research requests from provincial tax collecting agencies;
- Develop 'Request for Proposals' which outline the objective(s), rationale, key dates/timeline, expectations, methodology required (if applicable), and other mandatory requirements, if any;
- Ensure all documentation is in order (CVs, etc.) for the selection of potential candidates (consultants/firms) to undertake research;
- Draft 'terms of References' for all specialized research as requested by provincial tax collecting agencies;

2. Worked as Director Finance and HR with M/S. Deep Rock Drilling (Private) Limited from May 07, 2008 to December 31, 2018; Main areas of experience are as given below:

AREAS OF WORK

- Maintenance of Financial records and activities related to Audit and Taxation, and Legal and Corporate affairs.
- Business Development and critical evaluation of business opportunities, preparation of financial and technical proposals, documentation for tendering and contracts.
- Project planning, forecasting, budgeting and allocating resources and monitoring, cost control of various operational activities and coordination.
- Projects evaluation and reporting for Board of Directors.
- Administration & all HR related issues, Development of organizational goals, objectives and staffing etc.
- Administration, Event management, Marketing, and Coordination.
- Managing International Procurement

REFERENCES

1. Choudary Ghulam Rabbani (Neighbor)
   +92-21-34711432
   Manager (Audit), Audit Department, Pakistan Steel, Bin Qasim, Karachi

2. Mr. Ismail Hasan (Former Employer)
   +92-21-34911213
   Director & CEO, Deep Rock Drilling (Private) Limited

3. Mr. Nurul Hassan (Consultant in Accounts & Finance)
   +92-21-34821068
   Corporate Law & Tax Advisor, Hassan & Company